

**Dodge County, State of Wisconsin
Information Technology
Wednesday, July 13, 2016**

Minutes of the July 13, 2016 Information Technology meeting held in the Dodge County Administration Building, in Room 2A, 2nd floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 6:00 PM.

Members Present: Maly, Duchac, J. Bobholz, Bartsch, M. Bobholz

Members Excused: None

Also Present: Jim Mielke, County Administrator; Ruth M. Otto, Director of Information Technology

Meeting called to order at 6:02 PM by Supervisor Maly.

Supervisor Maly acknowledges that sufficient members of the Information Technology Committee are present and therefore there is a quorum at start of meeting.

Supervisor Maly confirms compliance with open meetings law following brief posting report by IT Director.

Motion by J. Bobholz, seconded by M. Bobholz, to approve Information Technology Committee agenda as presented and to grant permission for IT Committee Chair to deviate from agenda as needed. Motion carried.

No Public Comments or Committee Member reports.

Motion by Duchac, seconded by J. Bobholz to approve minutes from June 15, 2016 of the Information Technology Committee meeting. M. Bobholz abstained. Motion carried

Discussion was had on the lessons learned from the Administration Building power outage. In late May the Administration Building experienced an extended power outage due to an HVAC overload on the circuits. This outage revealed the building UPS units (2) were not set on the generator and so eventually the UPS units ran out of battery power. All the network switches and wireless access points of the Administration building were on circuits of the UPS unit. Once battery power was lost the entire building had no network service, including phones. After the incident the approval was given to wire the UPS units to the building generator so this situation does not repeat itself. Ironically, a panel was in place for the UPS units but apparently it was not completed back when the building was remodeled. During the incident the departments in the building were asked to move to the EOC across the street which did have power and network. IT helped several departments with temporary laptops to use there.

A question was raised by Maly if we perform fire and tornado tests. Jim Mielke responded that an annual tornado drill is performed each spring but at this point a fire drill has not been performed. Maly suggested that either Amy Nehls at Emergency Management or the Fire Department perform this in the future as she has had good experiences in the past with the local Fire Department performing this duty.

A discussion was had on the need to purchase OpenDNS to better protect the County from Ransomware attacks. It has been reported the numerous Ransomware infiltrations at the County and the lack of knowledge of when those hit until someone finds their files encrypted. OpenDNS has been installed as a trial for the past month and has proven its ability to shutdown paths to known offenders and quarantine situations when it has entered. The need to retain this product in the County network is vital and the Director is asking for approval to move forward with this unbudgeted purchase. The IT department is asking for \$15,000 from the contingency fund and the IT budget will cover the remaining \$6,791.28. The committee moved forward to the approval of the purchase. Duchac motioned, Bartsch seconded. The motion passed.

A discussion was had on the attendance of the Kronos user conference in Orlando, Florida. Otto explained the many training and learning opportunities at the conference for both IT attendees. A question was raised by J. Bobholz the need for Otto attend versus someone else in the department. Otto responded it is important for her to know what is coming down the pipe of our HR/Payroll system and as the one who is the "seller" to the county of new functionality or changes, it is difficult to do that without having all the understanding of the benefits of the change. The question was also raised about sending more from the department beyond Erin Roberts and Otto's response was with the workload of the department she can only afford to send one at that time. It was made clear that the IT department members were presenting on a panel with other public sector customers on Historical Edits and Kronos was covering some of the costs of the conference (the conference fee for both and travel for one). This was concerning to J. Bobholz but Mielke reminded this was vetted last year and we are not violating anything.

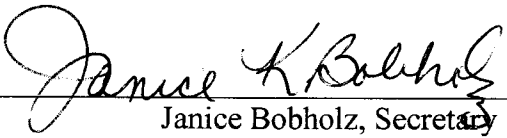
Under the IT Director's report the following were summarized and reviewed:

- GFOA – a brief overview of the discussion at the Steering committee and the progress on mapping and documenting processes within departments and their pain points.
- Dodge County Website upgrade – Susie Mueller is meeting with a small committee to begin the design of the new upgraded site. She had send out a survey to department heads on design ideas and concepts.
- Kronos – Advanced Scheduler is closer to go live. Talent Acquisition is officially live.
- NetSmart – Testing has been moving forward. Struggling to get the financial side completed.
- Secured electronics – progress continues. Small setbacks with unknown decisions and other discoveries between the engineering firm who put our project together and the County.
- Clearview RFP – an RFP was sent out on VendorNet and to other companies Clearview staff feel are great options. The due date is August 5th.

- HIPAA Risk Assessment – The assessment interviews were completed and now we wait for the report. Some preliminary discussions with the consultant revealed there are several areas of concern. Will see the report in August.
- Perspective 2017 IT Budget – the intent of the budget is to stay status quo. A copy of the draft CIP was shared and the list was in order of priority.

Suggested next committee meeting date: Wednesday, August 10th at 6:00 PM in Room 2A, 2nd floor in the Dodge County Administration Building, 127 E. Oak St. Juneau, Wisconsin.

Meeting adjourned by Chair Donna Maly.


Janice Bobholz, Secretary


Date